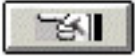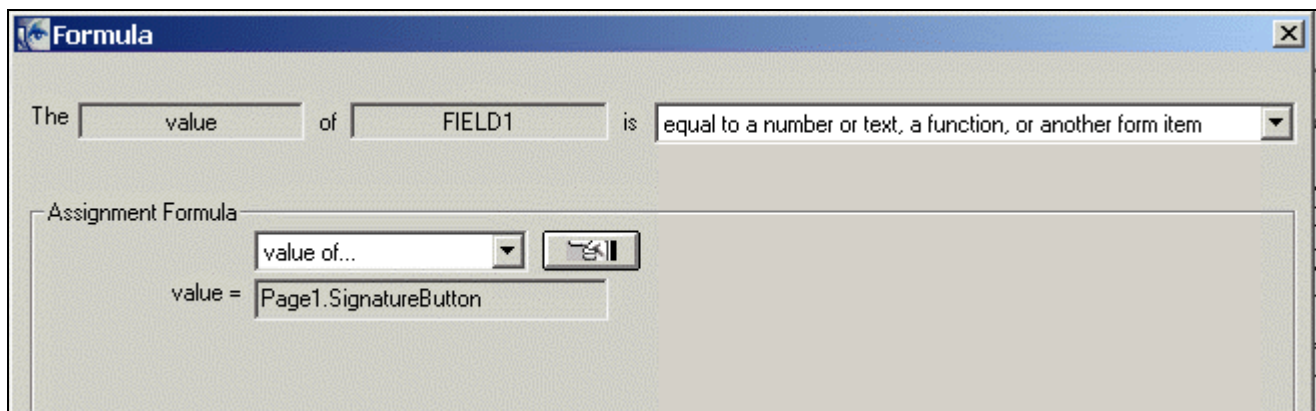# Using Auto-populate to Duplicate an Item

For IMTs that contain items that are duplicated in another area of the IMT, you can use the auto-populate feature to duplicate those items.

1. Click the Field button [T...x]

2. Place the field at the desired location (this will be the auto-populate field)

3. Double click the auto-populate field

4. Click the **Read-Only** radio button under Edit State

    Note: Setting the auto-populated field to read-only prevents a user from modifying the field containing the duplicate entry.

5. Under Field Contents, click the **Add Formula** button

6. Click the drop down arrow to the right to open the list for type of formula

7. Select "**equal to a number or text, a function, or another form item**"

8. Under Assignment Formula, click the drop down arrow

9. Select "**value of...**"

10. Click the pointing hand [icon]

11. Click the item to be duplicated

12. Click **OK** to return to the Properties dialog box

13. Click **OK** to return to the IMT

14. Preview the IMT to test the auto-populate field